



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

October 28, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-21

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: November Processing Schedule

In view of Thursday, November 11, 1999, being Veterans Day and Thursday, November 25, 1999, being Thanksgiving Day, the processing schedule for Voids and Supplementals has been changed as follows.

1. The deadline for Void and Supplemental documents to be processed for November 19, 1999, payday will be 12:00 noon on Tuesday, November 9, 1999.
2. The deadline for Void and Supplemental documents to be processed for December 3, 1999, payday will be 12:00 noon on Tuesday, November 23, 1999.

The On-Line Payroll System will NOT be available to agencies between 4:30 p.m. and 5:00 p.m., Wednesday, November 10, 1999, and between 12:00 noon and 12:30 p.m., Wednesday, November 24, 1999, in order to complete the two payday's void and supplemental processing.

Processing for regular payroll will follow the normal schedule.

Agency Requested Payables deadline for processing checks during these holiday weeks will remain at 8:30 a.m. sharp on Monday. Checks will be distributed by 12:00 noon on Wednesday of each week.

If there are any questions regarding the payroll processing schedule, please contact the UPS Help Desk at (225) 342-8928.

RSM/CS:kmb